



# ***LEA Calendar Application***

## ***User Manual***

Arizona Department of Education  
School Finance Unit  
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Phoenix, Arizona 85007-3209  
<http://www.ade.az.gov/schoolfinance/>

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## ***I. INTRODUCTION***

In accordance with A.R.S. §15-1042.B. Local Education Agencies (LEA) are required to submit their data electronically in order to receive funding for their cost of educating students. Student Accountability Information System (SAIS) LEA Calendar plays a critical role in calculating aggregate membership and attendance from individual records.

The implementation of the LEA Calendar component is integrated with the Student Database. A calendar may be associated with any type of entity. If the dependent entity (e.g. school) operates by its own specific calendar, it must submit that calendar. Otherwise the calendar of the parent entity (e.g. District/Charter Holder/Private School) will be used by the Student Database. Private Schools are also required to submit a calendar.

The LEA Calendar application is offered as an option under the Common Logon (<http://www.ade.az.gov/commonlogon>) and a username and password is needed. All superintendents have access to Common Logon as administrators. To obtain additional user name, password, and application permissions, the entity administrator must use the **LEA Profile** option to add contacts, and the **Request Logins** option to grant permissions to contacts. Both of these applications are also under the Common Logon. Any questions regarding Common Logon should be directed via e-mail to [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov).

Any questions regarding use of this document or LEA Calendar application should be directed via e-mail to [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov) or 602 542-5695 at School Finance, Arizona Department of Education.

## II. LOGON

LEA Calendar requires Netscape Navigator 4.0 or Internet Explorer 4.0 or higher for optimum performance.

Logon onto the Internet and the Arizona Department of Education Home Page <http://www.ade.az.gov/>.

At the top of the page in the right corner, click on *Common Logon*.

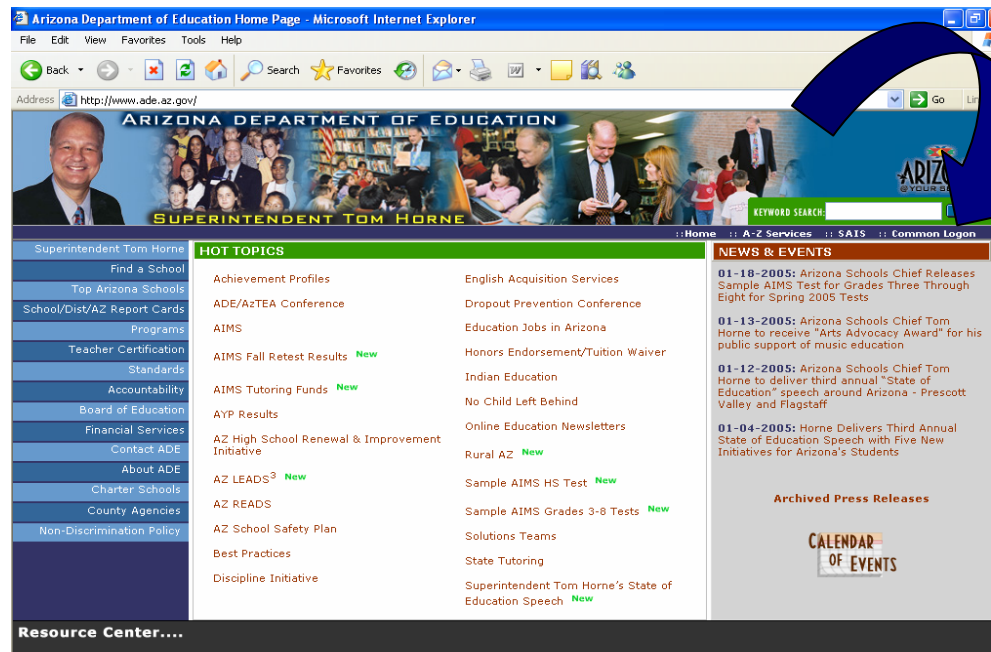
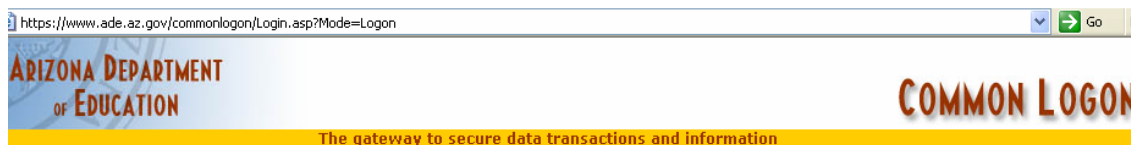


Figure 1. ADE Home Page

## III. COMMON LOGON & PASSWORD

Common Logon requires a single user name and password for every parent entity user. This password should not be shared with other users. Enter Username and Password. Click on the **Continue** button to proceed.



- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, th will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Or [Click here](#) for more information.

Figure 2. Common Logon Page

## IV. CALENDAR APPLICATION

Click on the **LEA Calendar** option.

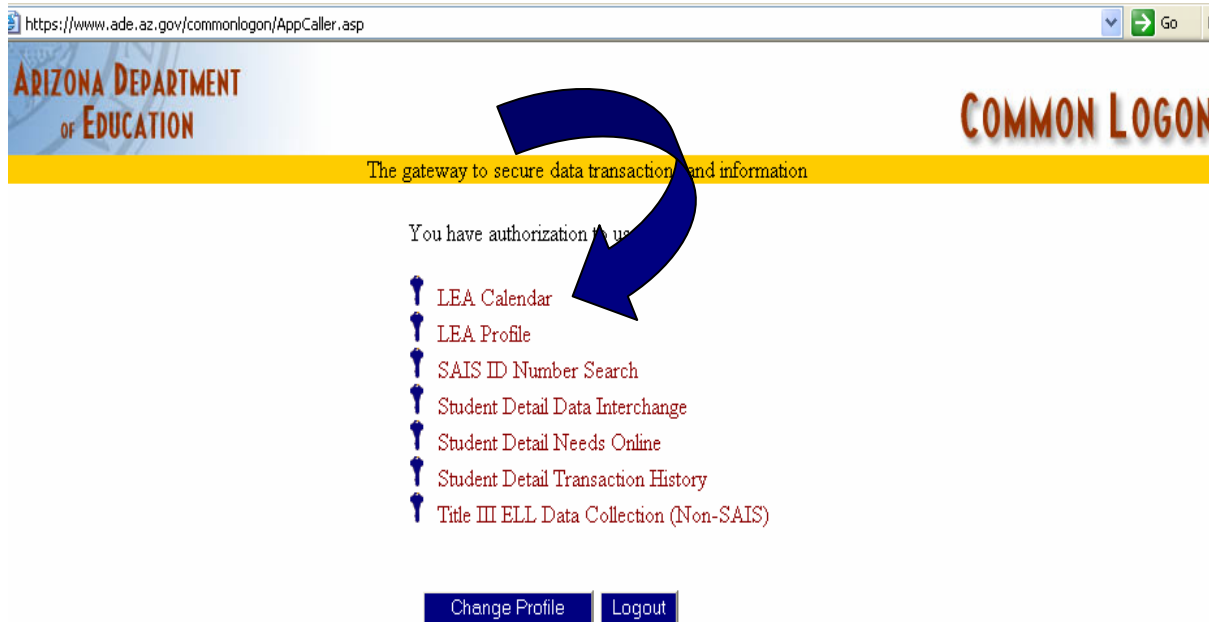


Figure 3. Application Access Menu

Superintendents and/or administrators are strongly encouraged to update their contact e-mail list regularly. This list is the first means of communication between ADE and LEAs. You can check this list by clicking on **LEA Profile**.

## V. SUBMITTING A PARENT ENTITY CALENDAR

As previously mentioned, parent entities are required to submit their calendars before dependent entities. Dependent entities that are on the same time frame as parent entities will not be required to submit a calendar. If dependent entity's schedule differs from the parent entity then the dependent entity must activate a calendar. All entities must have completed and submitted their LEA Calendars before July 1, 2005.

Based upon your Username and Logon ID this will drive what School/District will default. Place your cursor on GO and click to continue.

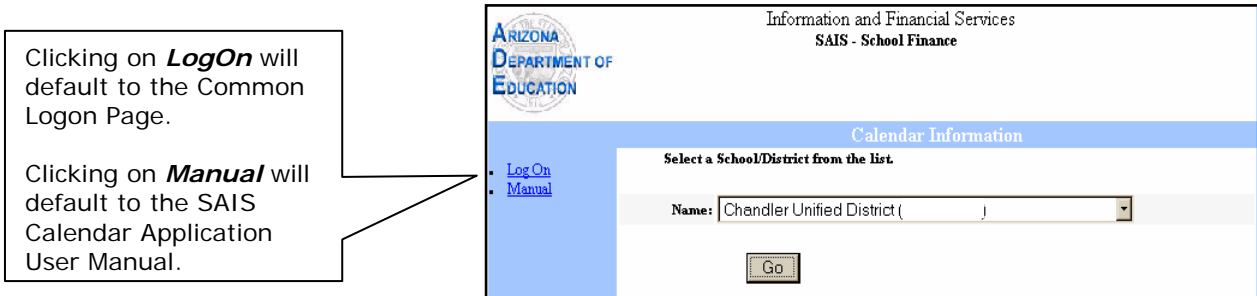


Figure 4. LEA School Page

## A. Calendar Options

There are two components to the LEA Calendar Application. These are the **Detail Calendar** and the **Summary Calendar**.

The **Summary Calendar** is an outline view of days that schools will not be in session. Holidays have already been programmed into the system and are also visible in the Summary Calendar.

The other LEA Calendar choice is the **Detail Calendar**. This option is where the calendar is built. The first screen of building entities' calendar is the option page, which provides the following options: **Fiscal Year**, **Track Number (N/A)**, **Information** (Summary or Detail Calendar), and **Month**.

1. Fiscal Year: 2005-2006 is the selection for this coming year
2. Track Number: Parent entities will not have a Track Selection. **NA** is the default.
3. Month: The display window will show a 12-month period. When initially accessing this page, July will always default. Click the drop down arrow to select a month other than July.
4. Information: Detail Calendar will default when accessing this page. The other choice is Summary Calendar.

Address: <https://www.ade.az.gov/icp/icp/calendar/default.asp>

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Information and Financial Services  
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**Calendar Information**

- [Applications](#)
- [Calendars](#)
- [Manual](#)

CTDS: \_\_\_\_\_  
Entity Name: \_\_\_\_\_

Select the following Information

Fiscal Year: 2004/2005      Track number: N/A  
Month: July      Information: Detail Calendar

[Detail Calendar](#)  
[Summary](#)

[Go](#)

*Select Month if Selecting Detail Calendar Information*

E-Mail: [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov)

Done

Figure 5. Option Page

Select the appropriate options and click on the **Go** button.

This page will appear when there is not a calendar in the database. Parent entities need to add a calendar before their dependent entity will be allowed to either copy the parent entity's calendar or create a calendar of their own.

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Calendar Information

CTDS:  
Name:  
Fiscal Year: 2005/2006 Month: July  
Track Number: 1 Days In Session: 0

No Calendar Information Found

You can add new calendar information by choosing one of the following:

☐ Copy District Calendar  
☐ 3-Day Week (preschool only)  
☐ 4-Day Week  
☐ 5-Day Week

Add Calendar

**Note:**  
Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2005

Figure 6. Add Page

Select a calendar type (four or five day week), and then click on the **Add Calendar** button.

### ***B. Entering Calendar Dates***

A.R.S. §15-341.01 states that "Notwithstanding any other law, school instruction shall be conducted in each public school in this state for school sessions that total at least one hundred eighty( 180) days each school year". This is an increase from last year one hundred and seventy nine (179) days. The system has been programmed to accommodate these changes every year. A feature has been placed on this page indicating the minimum day's school can be in session. This change applies to schools operating on a school year as prescribed in A.R.S. §15-801A.

Schools that have been exempt from operating on a school year, in accordance with A.R.S. §15-801A, will be required to have at least one hundred and forty-four (144) days that school has to be in session for FY 2005-2006. This year another change has been implemented as prescribed in A.R.S. §15-801B, "A school's winter break shall not exceed two school weeks." As a result the system will return an error if you exceed two school weeks when entering days for the winter break.



Select the days of the week that the school will be in session by clicking within the days of the week boxes. To remove a check within a box, just click in the box and this action will remove the check mark. In creating entities calendar notice the format for keying in dates. If an error has been made, click on the "RESET" button and this will clear all dates.

If making corrections within a certain box, highlight the entire block and re-enter the correct date.

- [Applications](#)
- [Calendars](#)
- [Manual](#)

### Calendar Information

CTDS: \_\_\_\_\_

Name: \_\_\_\_\_

Fiscal Year: **2005/2006**      Month: **July**

Track Number: **N/A**      Days In Session: **0**

You have decided to add a 5-Day Week calendar

**Please select the days school is in session (must be 5 days):**

☐ Sun   
 ☒ Mon   
 ☒ Tue   
 ☒ Wed   
 ☒ Thu   
 ☒ Fri   
 ☐ Sat

Minimum Days In Session: 180

**Please enter the following dates(mm/dd/yyyy)**

First Day of School		Last Day of School	
First Day of Winter Break		Last Day of Winter Break	
First Day of Spring Break		Last Day of Spring Break	

Processing may take a few minutes. Please wait.

Please ensure that date entries follow the correct format: mm/dd/yyyy (08/16/2005)

Figure 7. Calendar Date Page

Enter your critical dates of the first and last day of school, winter break and spring break. Please take care to enter these dates in the mm/dd/yyyy format.

Once all fields are complete, click on the **Submit** button.

### C. Activate Calendar

The system has been programmed to reflect Federal Holidays. The four holidays outlined in A.R.S. §15-801.B., (Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day), cannot be changed to Regular School Days or School in Session Days. The remainder of the holidays can be changed depending on schools schedule.

The Calendar is only complete to the point where days entered on the previous page and federal holidays are reflected. If no other changes are needed the calendar can be activated from here by clicking the **Activate** link on the left side of the page. There are four categories for which days will be highlighted in the calendar. A legend explaining the meaning of the different colors is provided on the following page.

If changes are required, use the arrow keys at the top of the calendar to scroll from month to month within the same fiscal year. Use the drop down arrow to access a selection box for scrolling one month forward or one month backward. Entities should review the days entered. Any additional days that **School is not in Session** (i.e., Day After Thanksgiving, Inter-session days etc), will need to be updated.

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**Calendar Information**

CTDS:  
Name: \_\_\_\_\_  
Fiscal Year: **2005/2006** Month: **Aug**  
Track Number: **N/A** Days In Session: \_\_\_\_\_  
Status: **Inactive** Access: \_\_\_\_\_  
Calendar Type: **5-Day Week Calendar**

First Day of School will be highlighted in Orange. Place cursor within date and window will appear indicating First Day of School

These arrows allow you to scroll forward month or backward one month. The drop down arrow allows, drops down a list of months within this school year. Utilize this feature in order to scroll to the month of your choice.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2006  
February 2006  
March 2006  
April 2006  
May 2006  
June 2006  
July 2005  
August 2005  
September 2005  
October 2005  
November 2005  
December 2005

**Color Codes:**  
Blue: Regular school Day/School in Session Day  
Red: Holiday/School Not in Session/Authorized excused day  
Gray: Weekend  
Orange: Special Day (First Day of School, 40<sup>th</sup> day, 100<sup>th</sup> day, and Last Day of School)

**Note:**  
Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2005

Figure 8. Calendar Page

When the **Activate** link is pressed to activate the calendar, a dialog box will appear indicating the time and date that the LEA Calendar was activated. Entities have access to their calendars for modifications until September 1<sup>st</sup> of the current year. From September 1<sup>st</sup>, School Finance, ADE will need to be notified to make any changes. Please make your modification request to School Finance using this link:

[http://www.ade.az.gov/schoolfinance/SAISSupport/PEA\\_LEACalendar/PEA\\_LEACalChgReqForm.doc](http://www.ade.az.gov/schoolfinance/SAISSupport/PEA_LEACalendar/PEA_LEACalChgReqForm.doc)

Click **OK** to continue.

This is the confirmation page indicating calendar has been activated.

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**Calendar Information**

020422000

**Calendar is completed successfully and set active.**

**1/21/2005 8:52:03 AM**

**Local education agencies can activate a calendar  
or edit an activated calendar prior to 12/31/2004**

- [Applications](#)
- [Calendars](#)
- [Summary](#)
- [Detail](#)
- [Delete](#)
- [Manual](#)

Click on **Detail** link to  
return to the Detail  
Calendar.

E-Mail : [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov)

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## D. Edit Calendar

If further changes are required to complete the calendar, scroll to that month and place cursor on the first date where a change is required:

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**Calendar Information**

CTDS:  
Name:   
Fiscal Year: 2005/2006 Month:   
Track Number: N/A Days In Session:   
Status: Inactive Access:   
Calendar Type: 5-Day Week Calendar

When you place the cursor within date square, a *tool tip* will appear indicating the status of that day.

Sun	Mon	Tue	Wed	Thu	Fri
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

Regular School Day

**Color Codes:**  
**Blue:** Regular school day  
**Red:** Holiday / School not in Session  
**Gray:** Weekend  
**Orange:** Special day (Firstday of class, 40th day)

**Note:**  
 Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2005

Figure 10. Calendar Page

In this scenario, the Entity will change the day after Thanksgiving from a **Regular School Day** to **Day After Thanksgiving**.

To begin, click on the date you wish to change.

Figure 11 below displays the date and occasion of the date selected to be viewed.

If this is the date you wish to change, click the **Edit** button.

If an incorrect date has been selected, click the **Back** button to start over again.

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**Calendar Information**

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CTDS: [ ]  
Name: [ ]  
Fiscal Year: **2005/2006** Month: **November**  
Track Number: **N/A** Days In Session: **188**  
Status: **Inactive** Access: **Full**  
Calendar Type: **5-Day Week Calendar**

Date: 11/25/2005  
Occasion: Regular School Day

Click the **Edit** button

E-Mail : [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov)

Figure 11. Edit Page

Using the drop down arrow in the **Occasion** box, scroll to **Day After Thanksgiving** and click.

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- [Delete](#)
- [Manual](#)

CTDS: [ ]  
Name: [ ]  
Fiscal Year: **2005/2006** Month: **November**  
Track Number: **N/A** Days In Session: **188**  
Status: **Inactive** Access: **Full**  
Calendar Type: **5-Day Week Calendar**

From: [ ]  
To: [ ]  
Occasion: Regular School Day

Christmas Day  
Columbus Day  
Day After Thanksgiving  
Deer Hunting Day  
Easter Holiday  
Fair Day  
Fall Break  
Good Friday  
Independence Day  
Indian Day  
Inter-Session  
Labor Day  
Martin Luther King Day  
Memorial Day  
New Year's Day  
Presidents' Day  
Regular School Day  
School Not In Session  
Spring Break  
Thanksgiving Day  
Veteran's Day  
Weekend  
Winter Break

Figure 12. Occasion Selection Page

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CTDS:   
 Name:   
 Fiscal Year: **2005/2006** Month: **November**  
 Track Number: **N/A** Days In Session: **188**  
 Status: **Inactive** Access: **Full**  
 Calendar Type: **5-Day Week Calendar**

From:   
 To:   
 Occasion:

Figure 13. Save Occasion Page

Click the **Save** button and the calendar page should appear with Nov 25th, in red.

Once the save button has been depressed the detail calendar will appear with the new change.

In this case the 25<sup>th</sup> is in red. Also the counter has removed one day from the **Days in Sessions** row. The Status row has changed to Inactive.

If this is the only change, **Activate** the calendar from here. If further changes are necessary, follow the outlined procedure.

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CTDS:   
 Name:   
 Fiscal Year: **2005/2006** Month: **November**  
 Track Number: **N/A** Days In Session: **187**  
 Status: **Inactive** Access: **Full**  
 Calendar Type: **5-Day Week Calendar**

November, 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			Day After Thanksgiving

**Color Codes:**  
**Blue:** Regular school day  
**Red:** Holiday / School not in Session  
**Gray:** Weekend  
**Orange:** Special day (Firstday of class, 40th day)

**Note:**  
 Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2005

Figure 14. Calendar Page

For changes that require a date range, meaning changing two or more days in the same sequence, please follow this example.

Scroll to the necessary month and click inside the first day of the date range.

**Information and Financial Services**  
SAIS - School Finance

**Calendar Information**

CTDS:   
Name:   
Fiscal Year: **2005/2006** Month: **March**   
Track Number: **N/A** Days In Session: **187**   
Status: **Inactive** Access: **Full**   
Calendar Type: **5-Day Week Calendar**

March, 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**Color Codes:**  
**Blue:** Regular school day  
**Red:** Holiday / School not in Session  
**Gray:** Weekend  
**Orange:** Special day (Firstday of class, 40th day)

**Note:**  
Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2005

Click on the first day of the date range needed. In this scenario, intercession will be from March 6, 2006 to March 10, 2006.

Figure 15. Update Page (A)

In this example, school will not be in session due to **Inter-sessions**, from March 6, 2006 to March 10, 2006.

Edit screen will appear. Click on the **Edit** box, to proceed.

**Information and Financial Services**  
SAIS - School Finance

**Calendar Information**

CTDS:   
Name:   
Fiscal Year: **2005/2006** Month: **March**   
Track Number: **N/A** Days In Session: **187**   
Status: **Inactive** Access: **Full**   
Calendar Type: **5-Day Week Calendar**

Date: 3/6/2006  
Occasion: Regular School Day

Back Edit

E-Mail: [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov)

Figure 16. Update Page (B)

When the **Occasion** page appears the **From** row should indicate March 6, 2006. In the **To** row, change that date to March 10, 2006.

This change can be completed by placing the cursor in the date section and keying 10, then deleting the 6. You can also delete the entire date and key in March 10, 2006.

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CTDS:   
Name:   
Fiscal Year: **2005/2006** Month: **March**  
Track Number: **N/A** Days In Session: **187**  
Status: **Inactive** Access: **Full**  
Calendar Type: **5-Day Week Calendar**

From   
To   
Occasion

Counter should reflect Days School In Session.  
Days In Session = 187

First date in date range

Last date in date range

Figure 18. Update Page (D)

The **From** row should now be March 6, 2006, the **To** row should be March 10, 2006 and the **Occasion** row should be **Inter-Session**.



Once this is complete, click on the ***Occasion*** arrow. Scroll down until the ***Inter-Session*** option is highlighted and click.

Click on the ***Save*** button.

The screenshot displays the 'SAIS - School Calendar' update page. On the left is a sidebar with the Arizona Department of Education logo and a list of links: Applications, Calendars, Summary, Detail, Activate, Delete, and Manual. The main content area is titled 'Information and SAIS - School Calendar'. It contains a form with the following fields: CTDS (empty), Name (empty), Fiscal Year (2005/2006), Track Number (N/A), Status (Inactive), and Calendar Type (5-Day Week). Below these fields are 'From' and 'To' date pickers, and an 'Occasion' dropdown menu. The dropdown menu is open, showing a list of occasions: Deer Hunting Day, Easter Holiday, Fair Day, Fall Break, Good Friday, Independence Day, Indian Day, Inter-Session (highlighted), Labor Day, Martin Luther King Day, Memorial Day, New Year's Day, Presidents' Day, Regular School Day, School Not In Session, Spring Break, Thanksgiving Day, Veteran's Day, Weekend, and Winter Break. At the bottom of the form are 'Reset' and 'Save' buttons. A callout box with an arrow pointing to the dropdown arrow contains the text: 'Click on the drop down arrow and scroll down the selected list until you see ***Inter-Session*** selection, then click.'

Figure 19. Update Page (E)

A calendar with new changes should appear. Again the counter went from 187 to 182 reflecting the changes made. If this is the only change needed then **Activate** the calendar. If further changes are required, continue to update the calendar.

Some schools might have occasion where school will not be in session and there is not an appropriate title in the selection menu. For cases like this, use the **School Not In Session** selection.

This selection may also be used with any other combination.

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CTDS:			
Name:			
Fiscal Year:	2005/2006	Month:	March
Track Number:	N/A	Days In Session:	187
Status:	Inactive	Access:	Full
Calendar Type:	5-Day Week Calendar		


From: 3/6/2006  
To: 3/10/2006  
Occasion: Inter-Session

Reset Save

Date ranges are from March 6, 2006 to March 10, 2006

Figure 19. Update Page (E)

If there is an occasion that School is out for **Spring\_Break** and returns (**Regular School Day**/School in Session) for a day within this period, then returns to a **School Not In Session** status, just annotate the first part of the session with the appropriate break **Spring\_Break**, and then the second half of the session with a **School Not In Session** status.



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SAIS - School Finance

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CTDS:  
Name:   
Fiscal Year: **2005/2006**      Month: **March**  
Track Number: **N/A**      Days In Session: **182**  
Status: **Inactive**      Access: **Full**  
Calendar Type: **5-Day Week Calendar**

March, 2006

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Color Codes:**  
Blue: Regular school day  
Red: Holiday / School not in Session  
Gray: Weekend  
Orange: Special day (Firstday of class, 40th day)

**Note:**  
Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2005

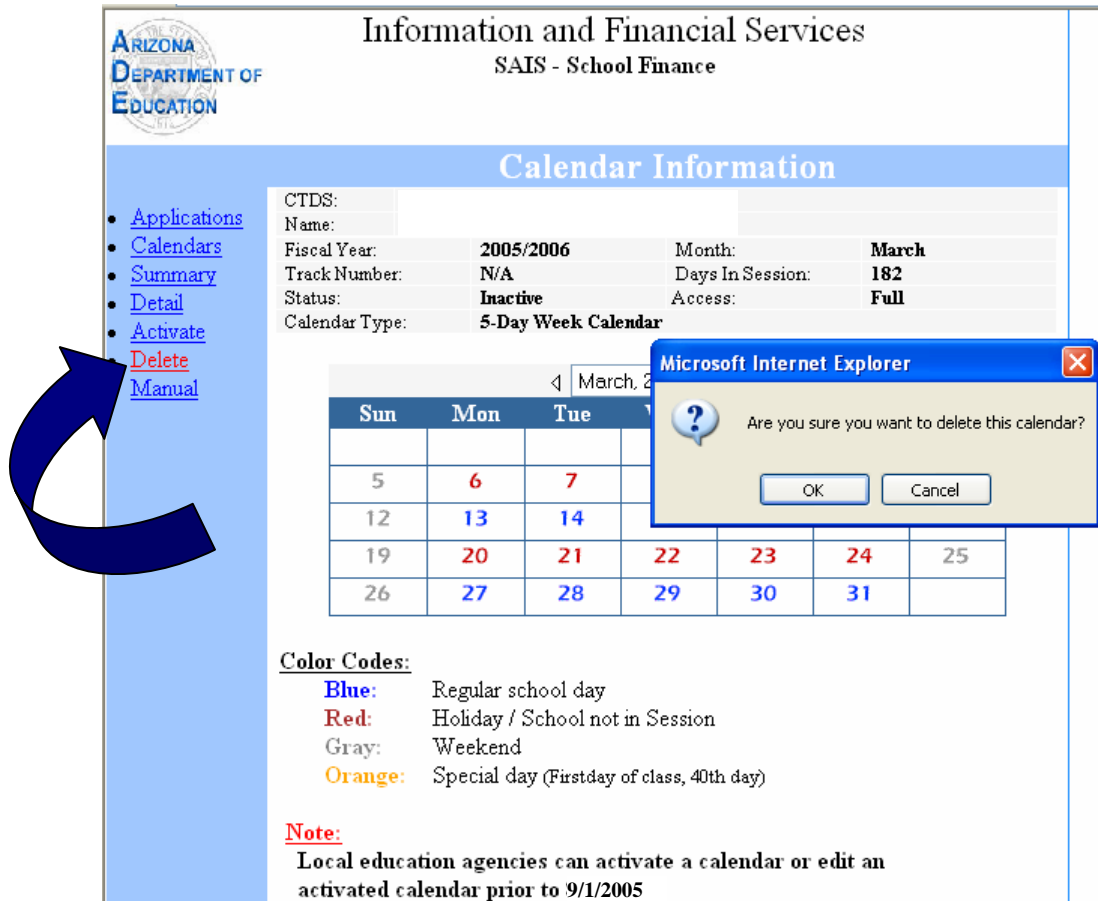
March 6, 2006 thru March 10, 2006 is highlighted in red indicating School not in Session. Also the Days in Session changed from 187 to 182. The Calendar is now Inactive therefore, needs to be Activated by clicking on the **Activate** option.

Figure 20. Update Page (F)

**NOTE:** It is important to understand that in order for ADE, School Finance to consider an entities calendar as complete, the LEA Calendar must have been **Activated**. A calendar that has not been **Activated** will not be considered complete and may potentially delay the funding process for that entity.

### E. Delete Calendar

The last editing option is deleting the calendar. This action erases all dates and defaults to the Option Page (Fig 5.). This option should only be used when it is necessary to start over again, such as when an incorrect days per week was originally selected.



The screenshot shows the 'Information and Financial Services' interface for 'SAIS - School Finance'. The 'Calendar Information' section displays the following details:

CTDS:			
Name:			
Fiscal Year:	2005/2006	Month:	March
Track Number:	N/A	Days In Session:	182
Status:	Inactive	Access:	Full
Calendar Type:	5-Day Week Calendar		

Below the details is a calendar grid for March. A large blue arrow points to the 'Delete' link in the left-hand navigation menu. A 'Microsoft Internet Explorer' dialog box is overlaid on the calendar, asking: 'Are you sure you want to delete this calendar?' with 'OK' and 'Cancel' buttons.

**Color Codes:**

- Blue:** Regular school day
- Red:** Holiday / School not in Session
- Gray:** Weekend
- Orange:** Special day (Firstday of class, 40th day)

**Note:**  
Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2005

Figure 21. Delete Option

## VI. SUBMITTING DEPENDENT ENTITY CALENDARS

The two scenarios described above give entities enough information to complete and submit their calendar. Again, if the dependent entity follows the same schedule as the parent entity this will be all that is required from the parent entity.

Note: Entities are able to make changes up until September 1<sup>st</sup> of the current school year. Once the LEA Calendar had been activated and August 31<sup>st</sup> is past, requests for changes should be submitted using this link:

[http://www.ade.az.gov/schoolfinance/SAISSupport/PEA\\_LEACalendar/PEA\\_LEACalChgReqForm.doc](http://www.ade.az.gov/schoolfinance/SAISSupport/PEA_LEACalendar/PEA_LEACalChgReqForm.doc)

The following information is provided for dependent entities that are required to submit an LEA Calendar.

The starting point will be Common Logon. Enter Username and Password.

Click on the **Continue** button to proceed.

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COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov). Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

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Figure 22. Common Logon Page

Place cursor on the **LEA Calendar** option

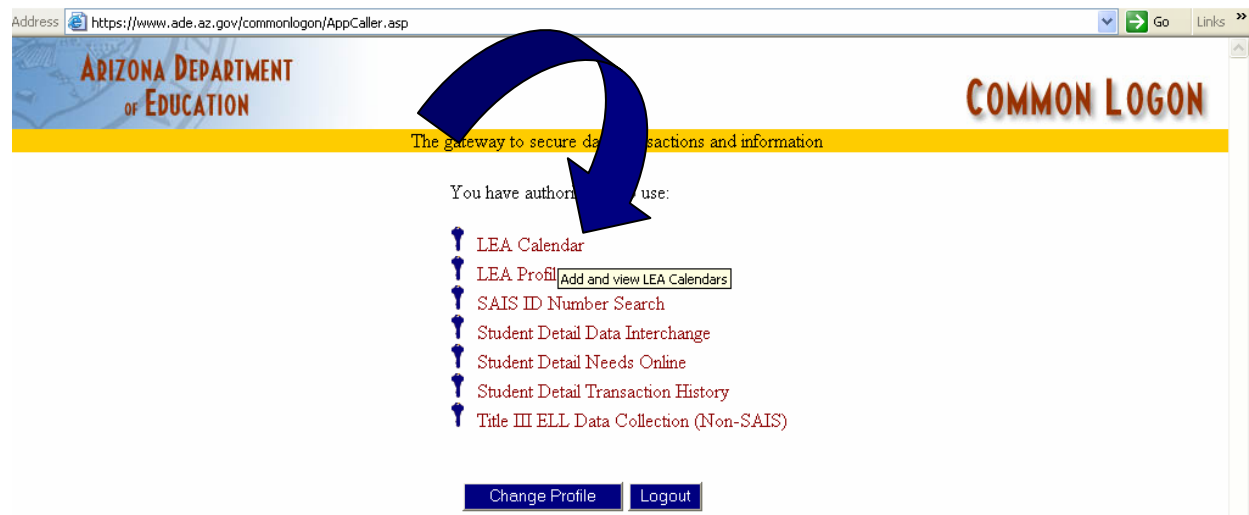


Figure 23. LEA Calendar Page

### A. Dependent Entity Calendar Selections

Click on the drop down arrow to select the dependent entity. Once your selection is made, click on the **Go** button.

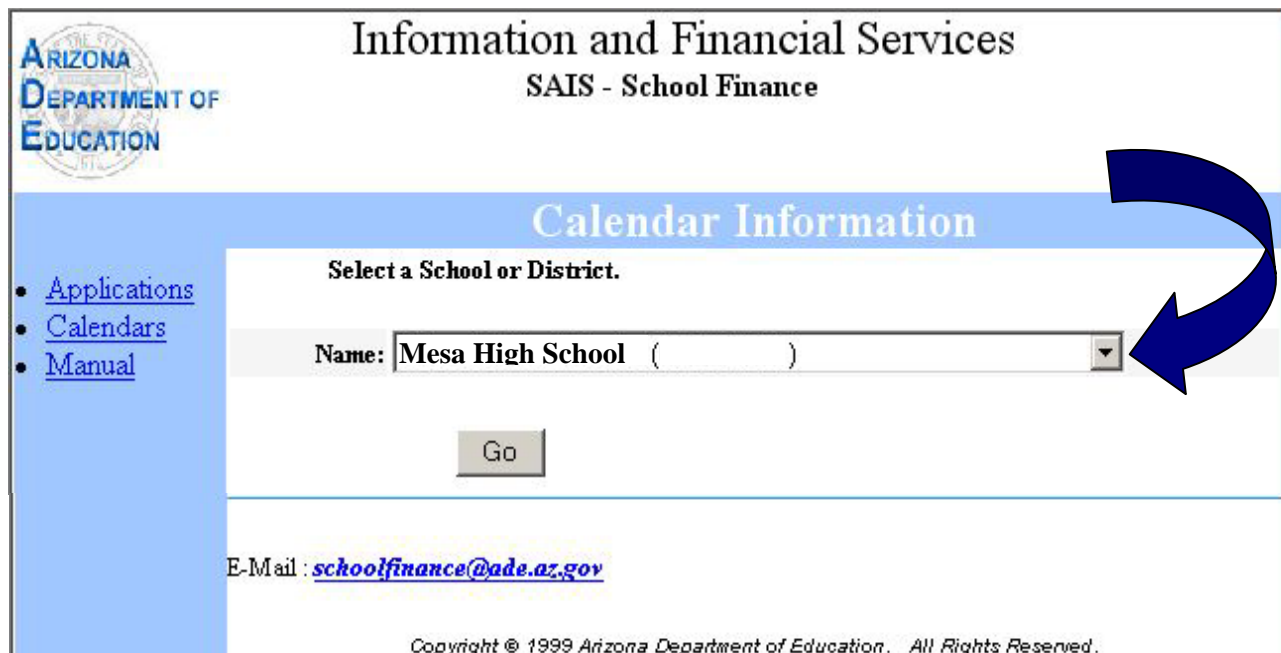


Figure 24. LEA Dependent Entity Page

## B. Dependent Entity Calendar Options

The calendar options remain the same with the exception of the Track Number Field. In the Track Number Field there will be a drop down box indicating from 1-4. This allows dependent entities that operate on different tracks to submit a LEA Calendar for every track. An LEA Calendar will only be needed on dependent entities that operate on a different schedule from the parent entity.

After appropriate selections have been made place cursor on **Go** button and click.

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Information and Financial Services  
SAIS - School Finance

**Calendar Information**

- [Applications](#)
- [Calendars](#)
- [Manual](#)

CTDS: \_\_\_\_\_  
Entity Name: \_\_\_\_\_

**Select the following Information**

Fiscal Year:  Track number:   
Month:  Information:

Select Month if Selecting Information 2 or 3

E-Mail : [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov)

Figure 25. Dependent Entity Calendar Options

### C. Dependent Entity Selections

Select a calendar type by clicking on one of the radio buttons. After this is done click on the **Add Calendar** button.

The screenshot shows a web interface for 'Calendar Information'. On the left is a blue sidebar with a menu containing 'Applications' and 'Calendars'. The main content area has a title bar 'Calendar Information' and a table with the following data:

CTDS:	070297113		
Name:	New River Elementary School		
Fiscal Year:	2005/2006	Month:	July
Track Number:	1	Days In Session:	0

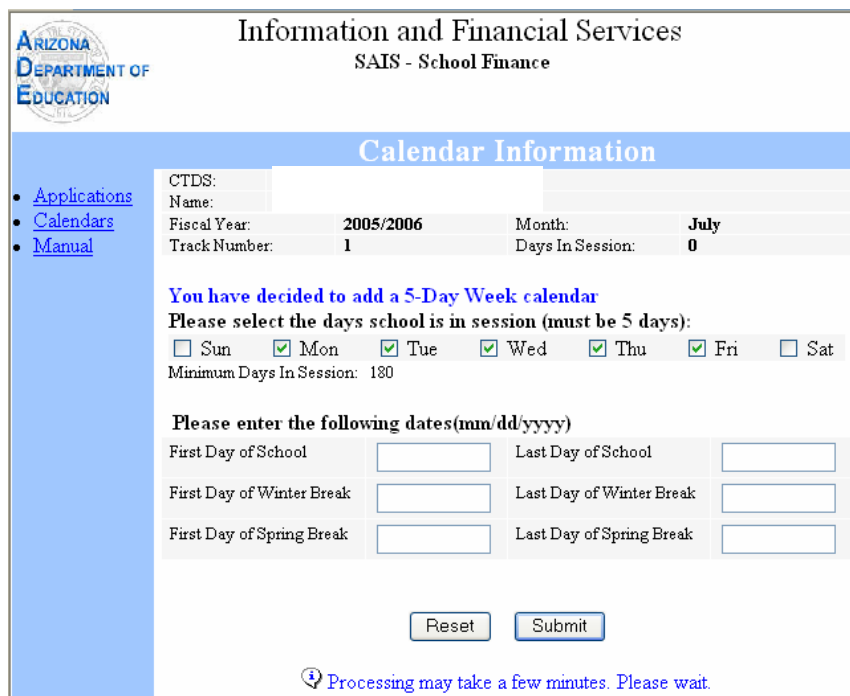
Below the table, the text 'No Calendar Information Found' is displayed. Underneath, a message states: 'You can add new calendar information by choosing one of the following:'. This is followed by four radio button options: 'Copy District Calendar', '3-Day Week (preschool only)', '4-Day Week', and '5-Day Week'. An 'Add Calendar' button is located below these options. At the bottom, a red 'Note:' indicates that 'Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2005'.

Figure 26. Copy District Calendar



Check the days school is in session and then key in dependent entity's days. This will load the calendar. If Saturday or Sunday is checked, then all Saturday/Sundays will be considered Regular School Days. Placing or removing a check mark will adjust the counter in the ***Days in Session*** field.

Once this is done click on ***Submit*** button.



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**Calendar Information**

- [Applications](#)
- [Calendars](#)
- [Manual](#)

CTDS:  
Name:

Fiscal Year: **2005/2006** Month: **July**  
Track Number: **1** Days In Session: **0**

**You have decided to add a 5-Day Week calendar**  
**Please select the days school is in session (must be 5 days):**  
☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☐ Sat  
Minimum Days In Session: 180

**Please enter the following dates(mm/dd/yyyy)**

First Day of School	<input type="text"/>	Last Day of School	<input type="text"/>
First Day of Winter Break	<input type="text"/>	Last Day of Winter Break	<input type="text"/>
First Day of Spring Break	<input type="text"/>	Last Day of Spring Break	<input type="text"/>


 Processing may take a few minutes. Please wait.

Figure 27. Dependent Entity Load Page

For entities that operate on a four day calendar, place cursors in the check mark boxes and click appropriate days in session. In following example Friday is unchecked.

**Information and Financial Services**  
SAIS - School Finance

**Calendar Information**

• [Applications](#)  
• [Calendars](#)  
• [Manual](#)

CTDS: \_\_\_\_\_  
Name: \_\_\_\_\_  
Fiscal Year: **2005/2006** Month: **July**  
Track Number: **1** Days In Session: **0**

**You have decided to add a 4-Day Week calendar**  
**Please select the days school is in session (must be 4 days):**  
☐ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☐ Fri ☐ Sat  
Minimum Days In Session: 144

**Please enter the following dates(mm/dd/yyyy)**


First Day of School	<input type="text"/>	Last Day of School	<input type="text"/>
First Day of Winter Break	<input type="text"/>	Last Day of Winter Break	<input type="text"/>
First Day of Spring Break	<input type="text"/>	Last Day of Spring Break	<input type="text"/>

Processing may take a few minutes. Please wait.

Figure 28A. Dependent Entity Load Page

This action will make all Fridays as ***School Not In Session*** days and highlighted in red.

To continue editing the calendar please follow the instructions laid out in the **Parent Edit Calendar** instructions.



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## Information and Financial Services

### SAIS - School Finance

### Calendar Information

- [Applications](#)
- [Calendars](#)
- [Summary](#)
- [Detail](#)
- [Activate](#)
- [Delete](#)
- [Manual](#)

CTDS:

Name:

Fiscal Year:	2005/2006	Month:	July
Track Number:	1	Days In Session:	188
Status:	Inactive	Access:	Full
Calendar Type:	5-Day Week Calendar		

A default calendar has been added. Please make the necessary changes to each month.

July, 2005

▼

▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Color Codes:**

Blue: Regular school day

Red: Holiday / School not in Session

Gray: Weekend

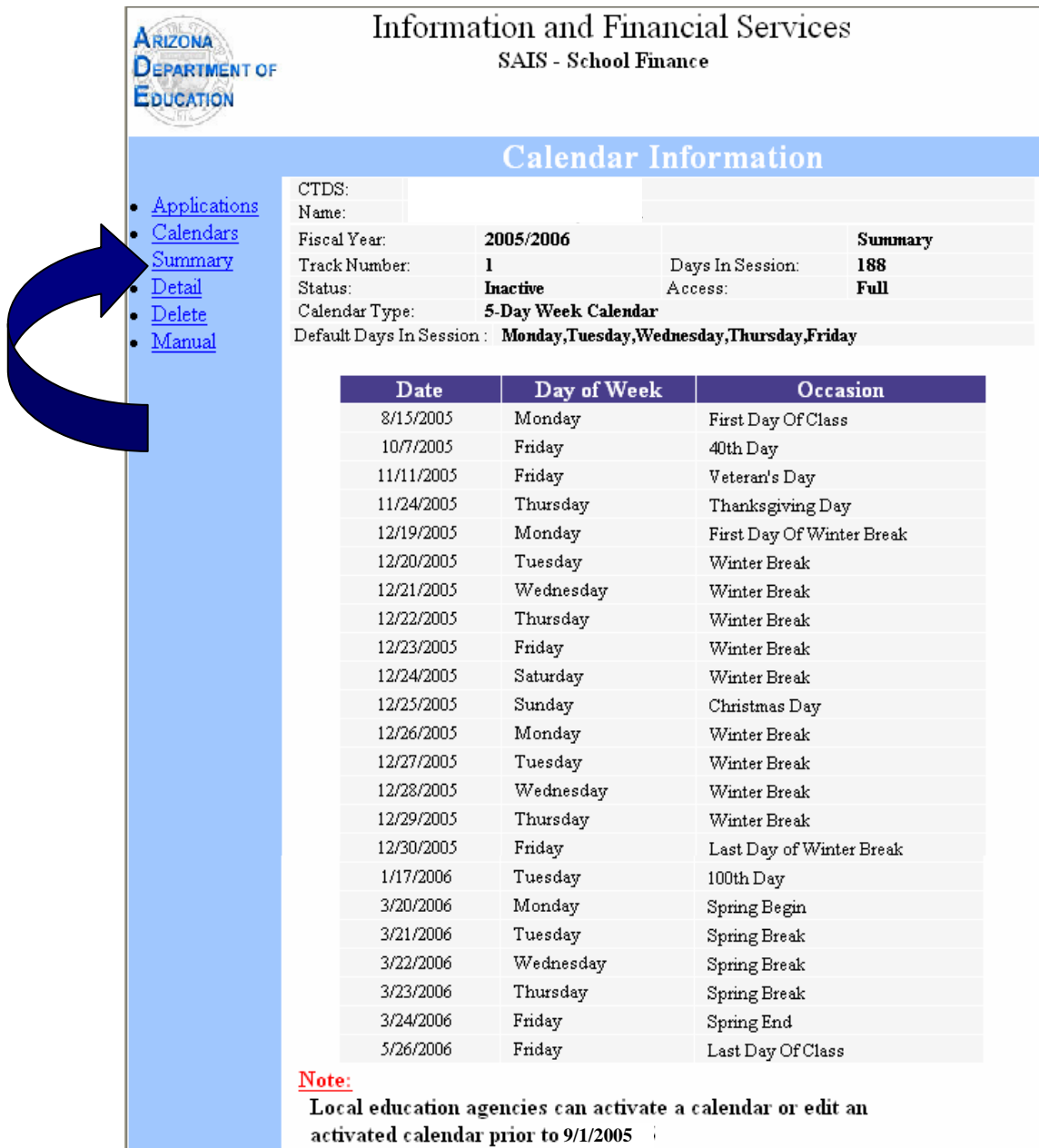
Orange: Special day (Firstday of class, 40th day)

Figure 29. Dependent Entity Calendar

Always remember to **Activate** the calendar when finished with your editing.

## VII. SUMMARY CALENDAR

In lieu of reviewing the calendar by scrolling from month to month an overall view can be seen by selecting the **Summary** button on the left-hand side. Place your cursor on **Summary** and click. The calendar can be activated or deleted from the Summary calendar. Other features are the **Days In Session**. When the calendar is activated and the operator wishes to log off, click on **Log On**. This will default back to the **Common Log On** Page.



**ARIZONA DEPARTMENT OF EDUCATION**

**Information and Financial Services**  
SAIS - School Finance

**Calendar Information**

CTDS:   
Name:

Fiscal Year: **2005/2006**      **Summary**

Track Number: **1**      Days In Session: **188**

Status: **Inactive**      Access: **Full**

Calendar Type: **5-Day Week Calendar**

Default Days In Session: **Monday,Tuesday,Wednesday,Thursday,Friday**

Date	Day of Week	Occasion
8/15/2005	Monday	First Day Of Class
10/7/2005	Friday	40th Day
11/11/2005	Friday	Veteran's Day
11/24/2005	Thursday	Thanksgiving Day
12/19/2005	Monday	First Day Of Winter Break
12/20/2005	Tuesday	Winter Break
12/21/2005	Wednesday	Winter Break
12/22/2005	Thursday	Winter Break
12/23/2005	Friday	Winter Break
12/24/2005	Saturday	Winter Break
12/25/2005	Sunday	Christmas Day
12/26/2005	Monday	Winter Break
12/27/2005	Tuesday	Winter Break
12/28/2005	Wednesday	Winter Break
12/29/2005	Thursday	Winter Break
12/30/2005	Friday	Last Day of Winter Break
1/17/2006	Tuesday	100th Day
3/20/2006	Monday	Spring Begin
3/21/2006	Tuesday	Spring Break
3/22/2006	Wednesday	Spring Break
3/23/2006	Thursday	Spring Break
3/24/2006	Friday	Spring End
5/26/2006	Friday	Last Day Of Class

**Note:**  
Local education agencies can activate a calendar or edit an activated calendar prior to 9/1/2005

Figure 30. Summary Calendar

### *VIII. WRAP UP*

School Finance has created this manual to help users fill out the LEA Calendar. Please forward any comments and/or suggestions to the Arizona Department of Education School Finance at (602) 542-5695 or e-mail [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov) . All suggestions and comments to improve this manual are welcome.

Request for calendar changes after August 31, 2005, should be submitted using the following link:

[http://www.ade.az.gov/schoolfinance/SAISSupport/PEA\\_LEACalendar/PEA\\_LEACalChgReqForm.doc](http://www.ade.az.gov/schoolfinance/SAISSupport/PEA_LEACalendar/PEA_LEACalChgReqForm.doc)